

HABEAS CORPUS RESOURCE CENTER

50 Fremont Street, Suite 1800 San Francisco, California 94105

Phone: (415) 348-3866 / Fax: (415) 348-3873

www.courtinfo.ca.gov/careers/

www.hcrc.ca.gov

EMPLOYMENT OPPORTUNITY

JOB TITLE:	HCRC Legal Case Assistant – Investigator Track (Litigation Support Assistant I or II)
JOB REQUISITION:	2631
LOCATION:	San Francisco, California
SALARY RANGE:	Litigation Support Assistant I: \$3,007 - \$3,714 per month Litigation Support Assistant II: \$3,308 - \$4,085 per month

The Habeas Corpus Resource Center (HCRC), located in San Francisco, is accepting applications for a Litigation Support Assistant for Investigator Track. Under supervision, an HCRC Litigation Support Assistant assists investigators and attorneys in the performance of duties associated with the representation of death-row inmates in habeas corpus proceedings; conducts special projects; and performs related work as assigned.

HCRC seeks motivated applicants with intellectual curiosity and excellent computer, writing, organizational and interpersonal skills to participate in the legal defense of death row prisoners. Candidates must be trustworthy with confidential information, have a track record of exercising good judgment, be able to establish rapport with a wide range of people, be available to travel, both in state and out of state, and show a commitment to the defense of or advocacy for indigent defendants.

The HCRC was established as a judicial branch agency to provide direct legal representation to death row inmates in post-conviction proceedings in state and federal courts. In addition, the HCRC acts as a resource center to outside counsel for the defense of death row defendants. Positions will be filled depending upon the needs of the HCRC and the applicant pool.

RESPONSIBILITIES

Typical duties include assisting in the following:

- Planning, organizing, and conducting investigations to support the legal defense of persons convicted in capital cases;
- Locating, retrieving, reviewing, and analyzing records and other factual materials;
- Researching, organizing, and analyzing information related to topics such as mental health, social history, and forensic evidence;
- Maintaining files and information reference systems;
- Operating and maintaining a range of photographic, tape, graphic, and projection equipment; and
- Scanning original documents into databases

Legal Case Assistant

(HCRC Litigation Support Assistant)

Page 2

HCRC Litigation Support Assistant I

Litigation Support Assistant I is the entry-level class. Initially under close supervision, Litigation Support Assistants will be assigned to legal teams and will be trained to provide assistance to investigators that are conducting investigations. As experience is gained, there is greater independence of action within established guidelines. This class is alternatively staffed with Litigation Support Assistant II, and employees may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher level.

Litigation Support Assistant II

Litigation Support Assistant II is the journey-level class of this series, fully competent to independently perform the full range of litigation support duties. Members of this class exercise significant independence in performing a broad range of litigation support duties within general guidelines, but with limited independent decision-making. Employment in this class is restricted to candidates who possess the equivalent of a college degree.

EDUCATION & EXPERIENCE

These positions require a valid California Driver's License.

Litigation Support Assistant I: Equivalent to a possession of a bachelor's degree

Litigation Support Assistant II: Equivalent to possession of a bachelor's degree and one year performing investigation support. Additional directly related college level education may be substituted for a portion of the experience or one year as a Litigation Support Assistant I.

QUALIFICATIONS

Knowledge of:

- General concepts and principles involved in project assignments;
- Principles of organizing and summarizing data and information;
- The operation of personal computers and the use of specified computer applications, such as word processing, databases and spreadsheets;
- Principles and techniques of preparing a variety of effective written materials; and
- Computer proficiency with PCs, preferably in Microsoft Word, Outlook, Excel, and Access.

DESIRABLE QUALIFICATIONS

- Familiarity and interest in mental health issues;
- Familiarity with cultural diversity issues;
- Fluency in oral and written Spanish; and
- Proficiency in legal software and/or document management databases

Working hours are Monday through Friday from 8:30 a.m. to 5:30 p.m. LSAs may be required to travel and to work overtime and on holidays, evenings, or weekends.

TO APPLY

This position requires submission of an official application and response to the supplemental questionnaire. Resumes without these materials will not be considered. Please refer to "**Litigation Support Assistant-Investigator Track, Job Req. 2631**" in all communications, including your application. **Please apply by July 9, 2007.** Applicants from prior recruitments must reapply for further consideration.

Legal Case Assistant

(HCRC Litigation Support Assistant)

Page 3

Selection Procedure

The recruitment process is lengthy. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. All applicants will be notified by mail when the recruitment has been closed. Due to the volume of applications received, we request that applicants refrain from contacting HCRC regarding hiring status and from in-person pick up or delivery of applications.

The individuals selected to fill the position will be appointed at a level commensurate with their qualifications.

To apply online, go to <http://www.courtinfo.ca.gov/careers/view.htm> (This is the ***preferred*** method for application submission.)

To obtain a printed application, please visit www.hcrc.ca.gov.

AN EQUAL OPPORTUNITY EMPLOYER

A SUPPLEMENTAL QUESTIONNAIRE FOLLOWS THIS ANNOUNCEMENT

**Supplemental Questionnaire for
HCRC Litigation Support Assistant
(Job Req. #2631)**

This supplemental form is intended to provide more detailed information about your work experience, background, and skills. You may draw upon work, school or other experience in answering the questions. Your answers to the following questions will allow us to better assess your qualifications. You may use additional pages for your answers if necessary.

1. Why are you interested in working for the Habeas Corpus Resource Center?
2. What relevant experience do you have that has prepared you for this position?
3. Please describe an example of a complex project that you have completed and for which you had primary responsibility.
4. Describe your experience in conducting or assisting with research, gathering information, and/or interviewing.
5. Are you proficient in file and records management? If so, briefly describe the scope and depth of your relevant education and experience.
6. Please describe your proficiency in any foreign languages.
7. Are you experienced in performing word processing functions? If so, briefly describe your experience.
8. **Candidates should answer each of the items listed below.** These questions refer to your office automation skills. For each computer application listed below, choose your level of proficiency: "Beginner", "Intermediate", "Advance" or "None".

Legal Case Assistant

(HCRC Litigation Support Assistant)

Page 5

- a. **Word?**
- b. **Word processing (tables)?**
- c. **Word processing (mail merge)?**
- d. **Other word processing software?** Please specify.
- e. **Outlook?**
- f. **Litigation Support software?** Please specify.
- g. **Excel?**
- h. **Other spreadsheet software?** Please specify.
- i. **Microsoft Access?**
- j. **Other database software?** Please specify.
- k. **Other relevant software?** Please specify.